

**441—105.3(232) Personnel policies.**

**105.3(1) *Policies in writing.*** The following personnel policies and practices of the agency relating to a specific facility shall be described in writing and accessible to staff upon request:

- a.* Affirmative action and equal employment opportunity policies and procedures covering the hiring, assignment and promotion of employees.
- b.* Job descriptions for all positions.
- c.* Provisions for vacations, holidays and sick leave.
- d.* Effective, time-limited grievance procedures allowing the aggrieved party to bring the grievance to at least one level above that party's supervisor.
- e.* Authorized procedures, consistent with due process for the suspension and dismissal of an employee for just cause.
- f.* Written procedures for annual employee evaluation shall be in place for each facility and available to all staff upon request.

**105.3(2) *Health of employees.*** Staff who have direct client contact or are involved in food preparation shall be medically determined to be free of serious infectious communicable diseases and able to perform their duties. A statement by a physician (as defined in Iowa Code section 135.1) attesting to these facts shall be secured at the time of employment and whenever necessary thereafter and filed in the personnel records of that staff. A new statement shall be secured at least every three years.

**105.3(3) *Personnel records.*** A record shall be maintained by the facility which contains at least the following:

- a.* Name, address, and social security number of employee.
- b.* A job application containing sufficient information to justify the initial and current employment.
- c.* Education and experience requirements. Applicants for positions having educational requirements shall be permanently employed only after the facility has obtained a certified copy of the transcript, diploma, or verification from the school or supervising agency. Applicants for positions having experience requirements shall be permanently employed only after the facility has obtained verification from the agency supervising the experience.
- d.* License requirements. Applicants for positions requiring licenses shall be permanently employed only after the facility has obtained written verification of their licenses. Evidence of renewal of licenses as required by the licensing agency shall be maintained in the personnel record.
- e.* References. At least two written references or documentation of oral references shall be contained in the employee's personnel record. In case of unfavorable references, there shall be documentation of further checking to ensure that the person will be a reliable employee.
- f.* After July 1, 1983, a written, signed and dated statement which discloses any substantiated instances of child abuse, neglect or sexual abuse committed by the applicant is required.
- g.* Documentation of the submission of Form 470-0643, Request for Child Abuse Information, to the central abuse registry, the registry response, the department's evaluation of any abuse record discovered, and a copy of Form 470-2310, Record Check Evaluation, if the staff person has completed and submitted it.
- h.* A written, signed and dated statement furnished by the new applicant for employment which discloses any convictions of crimes involving the mistreatment or exploitation of a child.
- i.* Documentation of a check with the Iowa department of public safety on all new applicants for employment using Form 595-1396, DHS Criminal History Record Check, Form B; a copy of the department's evaluation of any criminal record discovered; and a copy of Form 470-2310, Record Check Evaluation, if the applicant has completed and submitted it.
- j.* Documentation of any checks with the Iowa department of public safety for persons hired before July 1, 1983, for whom the agency has reason to suspect a criminal record.
- k.* Current information relative to work performance evaluation.
- l.* Records of preemployment health examination or a record of a health report as required in 105.3(2) as well as a written record of subsequent health services rendered to an employee as necessary to ensure that all facility employees are physically able to perform their duties.
- m.* Information on written current reprimands or commendations.

- n.* Position in the agency, and date of employment.
- o.* Information covered in paragraphs “*g*,” “*i*,” “*j*,” is confidential and may not be disseminated to that particular applicant or employee.